



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5200

COMNAVAIRFORESINST 4210.1C  
N41 (COMNAVRESFORCOM)

23 JUN 2005

### COMNAVAIRFORES INSTRUCTION 4210.1C

Subj: ADMINISTRATION OF FLIGHT PACKETS

Ref: (a) NAVSUPINST 4200.85C  
(b) NAVSUP P485 Volume I  
(c) COMNAVAIRFORINST 4790.2

Encl: (1) Flight Packet Contents  
(2) Example letter for Requesting DD Form 1896 and Aviation Into-Plane Reimbursement Card (AIRCARD)  
(3) Procedures for processing AIRCARD  
(4) Procedures for Processing DD Form 1896 Identaplate

1. Purpose. To standardize the administration of flight packets, establish procedures for procurement of aviation supplies, services, obtaining new/replacement Department of Defense (DoD) and commercial fuel cards, and establish procedures/policy for local instructions.

2. Cancellation. COMNAVAIRFORESINST 4210.1B

3. Scope. This instruction applies to all personnel involved in the administration, use, and handling of flight packets and their related items as stated in references (a) through (c). As used in this instruction, the term 'pilot' may refer to a pilot, copilot, aircraft commander, flight engineer, or crew chief.

4. Control and Administration of Aviation Flight Packets. Each Navy/Marine Corps Reserve squadron/detachment and operations department will establish written local procedures for the administration and control of flight packets using the guidance in this instruction. Enclosure (1) contains all items required for establishment of a flight packet. Guidance for specific items in flight packets are outlined below.

a. AIRCARDS are used when requisitioning bulk fuels and/or services at commercial airports not having an Into-Plane contract. The AIRCARD cannot be used for commercial berthing, aircraft parts, and fuel/services at DoD installations. Enclosure (2) of this instruction provides procedures for obtaining new or replacement AIRCARDS, and procedures on the use of the AIRCARD.

b. Jet Fuel Identaplate DD Form 1896 is used when requisitioning bulk fuels and/or services at DoD activities and airports having an Into-Plane contract with the Navy Petroleum Office (NAVPETOFF). If identaplates are lost, a Report of Survey (DD Form 200) will be completed per reference (b). Enclosure (3) of this instruction is a sample letter providing procedures for obtaining new or replacement identaplates. Enclosure (4) provide procedures on the use of an identaplate.

c. Visual Information Display System/Maintenance Action Form (VIDS/MAF) (OPNAV 4790/60) is used for documenting maintenance actions when deployed without a detached Naval Aviation Logistics Command Management Information System (NALCOMIS). Procedures are in reference (c).

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5. Action

a. The squadron maintenance material control officer or operations department (for station aircraft) will:

(1) Assemble flight packets (one for each Bureau Number (BUNO)) with the items listed in paragraph 4 above.

(2) Establish control procedures and designate, in writing, personnel having control.

(3) Ensure flight packets are secured and inventoried when checking out/in. A record of this inventory will be placed in the flight packet locker. When aircraft return from detachment, ensure all receipts are given to the squadron Operating Target (OPTAR) manager for posting into the FASTDATA accounting program.

(4) When the DD Form 1896 Identaplate is discovered missing, complete a DD Form 200 Report of Survey and forward to the appropriate wing and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N412) per reference (c) of this instruction. The squadron must report any missing AIRCARDS to NAVPETOFF at DSN 427-7348 immediately so the card can be canceled. A Report of Survey is not required for missing or lost AIRCARDS. When requesting a replacement card, the squadron must state in the letter that the card was lost or stolen and NAVPETOFF was notified as listed in the sample letter in enclosure (2) of this instruction.

b. The pilot will:

(1) Sign for custody of flight packet.

(2) Ensure all receipts are in the flight packet.

(3) Upon return to home base, return flight packet to the material control division or operations supply clerk.

6. Forms. The forms listed below are available in the Navy Inventory Control Point and can be requisitioned through the normal supply channels.

- a. DD Form 1348 (6 part), S/N: 0102-LF-001-3490.
- b. DD Form 1896 Fuel Identaplate, S/N: 0102-LF-068-1901.
- c. OPNAV 4790/60 VIDS/MAF, S/N: 0107-LF-047-9304.
- d. DD Form 200, Report of Survey, S/N: 0102-LF-000-2001.

  
D. L. ROY  
Chief of Staff

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FLIGHT PACKET CONTENTS

1. Flight Packet Instructions
2. Two DD 1348-6 for Fuel
3. Two DD 1348-6 for Consumable Parts
4. Two DD 1348-6 for Repairable Parts
5. Two Standard Forms 44 for Fuel
6. Two Standard Forms 44 for Supplies
7. One Standard Forms 44 for Services
8. One DD 1896 Identaplate (fuel card)
9. One Commercial AVCARD/AIRCARD
10. Instructions for safe guarding and shipping damaged aircraft, procuring services and supplies
11. Instructions for AVCARD/AIRCARD
12. Statement of Witness (SF-94)
13. Claim for Damage or Injury (SF-95)
14. Julian Date Calendar
15. Multi-Language Billing Instructions
16. Example Engineering Investigation
17. Maintenance Action Form (OPNAV 4790/60)
18. Quality Deficiency Report
19. Daily/Preflight/Turn-Around MRC cards
20. Pen and carbon paper

Enclosure (1)

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EXAMPLE LETTER FOR REQUESTING (DD FORM 1896) AND AVIATION  
INTO-PLANE REIMBURSEMENT CARD

SQUADRON LETTER HEAD

4408  
Code/Serial Number  
Date

From: Commanding Officer, Patrol Squadron Nine Two  
To: Commander, Naval Reserve Forces Command (N412)

Subj: REQUEST FOR INITIAL OR REPLACEMENT ISSUANCE OF (AVIATION  
INTO-PLANE REIMBURSEMENT CARD(S) OR AVIATION FUEL IDENTAPLATE(S))

Ref: (a) COMNAVAIRFORESINST 4210.1C

1. Per reference (b) request initial or replacement (Aviation Into-Plane Reimbursement Card(s) (AIRCARD)/Identaplate(s)) for the aircraft listed below. The following information is submitted:

- a. Bureau Number(s) (BUNO(s)): 162999
- b. Billing Unit Identification Code (UIC): N09146
- c. T/M/S Aircraft: P3C
- d. Fund Code: KB

2. Point of Contact/DSN: Office/FAX

Note: If AIRCARD is lost, a statement specifying what, where, and when will be in paragraph 2 of this letter. Also, verify that the Navy Petroleum Office was notified, identifying the person contacted, the date, and time.



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PROCEDURES FOR PROCESSING THE AVIATION INTO-PLANE  
REIMBURSEMENT CARD (AIRCARD)

1. The AIRCARD can be used at commercial airports worldwide not having an Into-Plane contract with the Naval Petroleum Office. It can be used for Aviation Bulk Fuel and any services required for the aircraft (i.e., deicing, landing charges, oxygen, or custom charges). It CANNOT be used for lodging, aircraft parts, or services at DoD activities. However, the AIRCARD will be replaces the Identaplate in the future.
2. If the aircraft lands at a civilian airport that does not take the card, there is a 24 hour customer service section at the AIRCARD vendor that can be contacted by the airport services. The airport can set up a onetime or permanent purchase contract. The AIRCARD vendor will make prompt payment to the airport at that time. The AIRCARD allows military aircraft to receive a 15 to 80 cent discount per gallon of fuel. It is important that the pilot or crew member fueling the aircraft does not pay the airport retail price per gallon. If the airport does not give the discount, customer service should be called using 1-800-286-7633. This number is also printed on the back of each AIRCARD. The Customer Service help line should be used to fix any problems that arise.
3. Taxes will be charged by the airport and will be listed separately on the invoice. Usually there will be three separate taxes listed. They are: Excise tax, other tax, and a flow tax. Both the other and flow taxes are either state, local, or county taxes. The Defense Logistics Agency in Virginia is working with the Defense Engineering Support Center to present a plan to recoup the excise tax only. Any other tax, besides the excise tax, will not be recouped.
4. Be sure to place all receipts into the flight packet to allow proper accounting when returning to home base.
5. If the AIRCARD is lost or destroyed, notify Commander, Navy Reserve Forces Command (N412). The card must be reported lost, stolen, or destroyed to the vendor so it can be deleted out of the database. This prevents anyone else from charging services. It must be treated like a credit card. No DD Form 200, Report of Survey is necessary on these cards because they can be canceled out of the database and not be used.

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PROCEDURES FOR PROCESSING DD FORM 1896 IDENTAPLATE

1. The DD Form 1896 can be used for bulk fuels at Department of Defense (DoD) activities and airports having an Into-Plane contract only. It is good only to purchase aviation fuel. Ensure all receipts are placed into flight packets for accounting purposes upon returning to home base.
2. Requests for new or replacement identaplates will be sent to COMNAVRESFORCOM (N412) by mail using sample format in enclosure (2) of this instruction. Squadrons are authorized to request cards by faxing the letter to DSN 678-6074 or mailing the original to: COMNAVRESFORCOM (412), 4400 Dauphine Street, New Orleans LA 70146-5200. If cards are lost, a DD Form 200, Report of Survey must be completed and sent with the replacement request.
3. Fuel identaplates will eventually be replaced completely by the new AIRCARD.